



# Sunrise River Watershed Management Organization

**Thursday, January 4, 2024 6:30 pm**

in the Booster West Room of East Bethel City Hall at 2241 221<sup>st</sup> Ave NE Cedar, MN 55011

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## SRWMO Board members and community affiliation:

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Chair (Columbus)	<input type="checkbox"/>	<input type="checkbox"/>	Jon Olson (Linwood)
<input type="checkbox"/>	<input type="checkbox"/>	Tim Melchior, Secretary (Columbus)	<input type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Treasurer (E Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Bob Millerbernd (Linwood Alternate)
<input type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Brian Kirkham (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

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## AGENDA

*Agenda to be finalized at meeting*

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for November 9, 2023
5. Financial Reports
  - a. Treasurer's report
  - b. Grants financial report
6. Unfinished Business
  - a. SRWMO-Coon Creek Watershed District boundary update
  - b. Metro Watershed Based Implementation Funding grants FY2025
  - c. Bylaws
  - d. Project update - Sunrise River Chain of Lakes Shoreline Stabilizations Phase 1
  - e. Project update – Coon Lake Beach Community Center Shoreline Stabilization
7. New Business
  - a. Clean Water Fund Grant Award – Sunrise River Chain of Lakes Shoreline Stabilizations Phase 2
  - b. Linwood Lake Subwatershed Study
  - c. 2024 - Solicit professional services
  - d. 2025 budget
8. Mail
9. Other
10. Invoice(s) approval
  - a. Recording Secretary \$200.00
11. Adjourn

Upcoming Meeting Dates: Feb 1

Reminders: Board member Campaign Finance reporting due Jan 29. Feb 1 is annual meeting with officer elections.



# Sunrise River WMO

2241 – 221<sup>st</sup> Ave  
Cedar, MN 55011

## APPROVED MINUTES

Sunrise River Water Management Organization Meeting

Thursday January 4, 2024

Meeting was held in person at the East Bethel City Hall

1. Call to Order

Ms. Hegland called the meeting to order at 6:31 pm.

2. Roll Call

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Chair (Columbus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tim Melchior, Secretary (Columbus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Treasurer (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brian Kirkham (Ham Lake)

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jonn Olson (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bob Millerbernd (Linwood Alternate)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cameron Blake* (Recording Secretary)
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

\* Remote via Zoom

3. Approval of Agenda.

**Mr. Melchior moved to approve the agenda as presented and Mr. Wolens seconded this motion. The motion carried with all in favor.**

4. Approval of Minutes for November 9, 2023

**Ms. Hegland moved to approve the minutes with some typographical errors corrected and Mr. Melchior seconded this motion. The motion carried with all in favor.**

5. Financial Reports

A. Treasurer's report

Mr. Mundle reported a beginning balance of \$20,422.39 with an ending balance of \$33,678.15 after one invoice was paid and one deposit occurred.

**Mr. Kelly moved to accept the Treasurer's report and Mr. Wolens seconded this motion. The motion carried with all in favor.**

Mr. Schurbon displayed a financial ledger to the board and explained the section showing the end of year balance and the undesignated reserve balance. He suggested moving the end of year balance to the undesignated reserves so the general fund balance column at the start of the year will just be for the 2024 budget. There were no objections. Mr. Schurbon clarified that undesignated funds result from underspent budgeted items. No motion is needed on this agenda item.

B. Grants financial report

Mr. Schurbon gave an update that the cost share grant fund portion of the report is unchanged; no funds were needed for the recently approved shoreline projects as the accepted bids came in within the original budgeted amount. Mr. Schurbon noted the updates to the Sunrise Chain of Lakes Stabilization grant in which SRWMO and Anoka Conservation District (ACD) funds were spent on designs with the project construction cost to be covered by landowner contributions and state grant funds. The Linwood Lake Subwatershed Retrofitting study funds were unchanged, and the carp project line item is currently being built up.

6. Unfinished Business

A. SRWMO-Coon Creek Watershed District boundary update

Mr. Schurbon reported that the boundary change has been approved by the state and he will be sending letters out to affected landowners next month. The change will not affect landowner taxes until 2025. The new maps will be updated on the website in the coming weeks. Ultimately there was a small change in the overall number of residents in either watershed as a result of the boundary update.

B. Metro Watershed Based Implementation Funding grants FY2025

Mr. Schurbon updated that board that this process is not being led by Michelle Jordan from the Board of Water and Soil Resources (BWSR) as originally thought; rather Kyle Axtell from the South Washington Watershed District (SWWD) volunteered to organize this. Additionally, Mr. Kelly is unable to participate as one of the two city representatives and Mr. Olson is still hoping to be a backup option if no one else volunteers. Pam Olson from Linwood is also unable to participate as one of the two city representatives. One city member has volunteered to be one of the Washington County cities but Mr. Schurbon is not positive which community they are from. The date of the meeting has not been set yet but the goal was to have the meeting this month or next. The meeting will likely be during the day as many staff will be in attendance. Mr. Schurbon thought it was likely to only be one meeting, but there's a chance it could end up being two meetings.

Ms. Hegland noted that she does not like that the process is not being led by BWSR and is instead being led by someone from an organization that is in the Lower St. Croix Partnership. She felt that BWSR leading the process would be less biased with no conflicts of interest. Mr. Schurbon explained that in the past this process has been led by a local staff member rather than the BWSR representative and Mr. Jordan would do it if a staff member hadn't volunteered. Ms. Hegland explained she felt one of the municipal representatives should be from one of the SRWMO communities. Ms. Hegland said she would be willing to be one of the municipal representatives for this process. The board thanked her for volunteering, and no objections were voiced. Mr. Melchior was previously appointed as the representative from the SRWMO and will also attend this meeting.

C. Bylaws

Mr. Schurbon updated the board that the bylaw process is progressing. The draft was sent to the board for review and has been reviewed by the SRWMO attorney, Mr. Schurbon, and Ms. Hegland. The board can consider sending the draft to communities for their consideration or to provide additional comments and revisions before this is done.

Mr. Melchior noted there may be some confusion in the language specifying the number of appointed board members per community and alternatives in terms of voting. The board considered whether this section should be reworded or if it was written correctly. Ultimately the board decided to send the draft bylaws to the communities for their review, noting that the document will likely be reviewed by their attorneys as well and language can be changed if others believe that section is confusing.

**Ms. Hegland moved to send the draft bylaws to member communities for a 30 day review and Mr. Mundle seconded this motion. The motion carried with all in favor.**

D. Project update - Sunrise River Chain of Lakes Shoreline Stabilizations Phase 1  
Mr. Schurbon provided a brief update. Construction bidding is complete, within budget, and a construction contract has been awarded to JK Landscape Construction. They own barges, and will do most work over the ice if possible but can also do it in open water if needed. All eight landowners are on board. Contracts have been signed.

E. Project update – Coon Lake Beach Community Center Shoreline Stabilization  
Mr. Schurbon provided a brief update. ACD has awarded a cost share grant of \$3,000 of non-SRWMO funds. Construction did not occur this fall, and was pushed to spring. The Coon Lake Beach Community Center is in charge of all construction management and has made a partial payment in the hopes they will be first on the list this spring.

## 7. New Business

### A. Clean Water Fund Grant Award – Sunrise River Chain of Lakes Shoreline Stabilizations Phase 2

A Clean Water Fund grant is being awarded for more lakeshore stabilizations on SRWMO lakes – Linwood, Coon, and Martin. ACD applied for this grant to further the SRWMO's goals, which are mutually the goals of ACD. Specifically, goals include water quality improvement on these priority lakes and <20% of shorelines manicured to the water's edge (either mowed turf or sand blankets). ACD staff inventoried the shorelines on these lakes and many are close to this goal. Projects can include native plant buffers and other habitat features. The grant is \$107,000 and \$74,500 of this award is for construction; the rest is for design, permitting, etc. This grant will be implemented in 2025.

Mr. Schurbon suggested the funds would be focused on Martin Lake as that's where there is a waiting list from the last round of projects, and it is close to being removed from the state impaired waters list. Linwood Lake is also not far from the state water quality standard, but has less known shoreline erosion and a large amount of public shoreline.



The board suggested some funds be considered for Coon Lake so more project representation can be in Ham Lake, Columbus and East Bethel. Additionally, as the Phase I funding was spent on Martin Lake perhaps funding for Phase II could be considered for one of the other lakes. The board discussed the timing options for potential additional landowner outreach on other lakes to gauge interest, considering the projects won't be constructed until 2025. The board commended Mr. Schurbon on the success in securing numerous grants for projects in the SRWMO.

**B. Linwood Lake Subwatershed Study**

The SRWMO Watershed Plan includes a subwatershed study for Linwood Lake in 2023-24. \$2,000 has been budgeted in each year, for \$4,000 total. Additional grant funding would be needed and is available from the Lower St. Croix Partnership. The lake's subwatershed will have few potential projects and upstream waterbodies may already be providing some treatment. However meaningful projects can't be identified if a study is not completed. The board is being asked to consider if they would like to continue to pursue this study? The board discussed potential external loading sources to Linwood Lake including individual Subsurface Sewage Treatment Systems (SSTS), parkland management, and others.

The board discussed the benefits of street sweeping and asked if promoting these programs would be enough to address the phosphorus loading to the lake. Mr. Schurbon explained street sweeping alone would likely not have enough of an impact to delist the lake. There is also internal loading to consider. The board discussed the impact of wetlands that can act as sources or sinks of phosphorus.

There are alternatives to completing a full study immediately. By consensus, the board decided to use the SRWMO's \$4,000 to monitor three lake inlet streams in 2024. This will narrow down which major drainage location is the biggest phosphorus loading source to the lake, and help determine if a study is warranted in 2025. The study would be contingent upon funding from the Lower St. Croix Partnership or other sources.

**C. 2024 - Solicit professional services**

The SRWMO is required to seek bids for professional services every two years. This needs to be done now for services to be provided in 2024. Because the Anoka Conservation District plans to submit a proposal, it is best for the board, not Mr. Schurbon, to take a lead role in soliciting proposals. In the past the board selects a member to distribute and receive responses for the SRWMO RFPs, which will be reviewed and considered at the next board meeting.

**Mr. Wolens moved to authorize Mr. Melchior to distribute the 2024 request for proposals for professional services and receive responses and Mr. Kelly seconded this motion. The motion carried with all in favor.**

Mr. Schurbon was directed to distribute and receive responses for an RFP for recording secretarial services.

D. 2025 budget

Mr. Schurbon explained the budgeting timeline of draft budget review in January and again in February if needed, and community ratification by May.

The board reviewed the 2025 budget document. The starting total for the draft budget was \$54,989.

The board suggested to remove the \$1,850 line item for an elected officials tour due to low attendance at these events and they believe there is more value in the SRWMO attending community events.

The board discussed the carp management budget item. They noted there was diminishing returns towards the end of the initial round of management efforts and inquired as to the value of maintenance harvests. Mr. Schurbon explained the diminishing returns are an expected part of the process and sign of successfully reducing the population. He noted the improvements in water quality the carp management efforts have had. The board discussed the strategies employed in the last round of management efforts and what would likely be recommended in the future.

Mr. Schurbon stated that the plan for 2024 had been to do maintenance harvests with rented box nets and volunteers. The rental and associated fees were anticipated to be \$12,000, but now would be nearly \$20,000 in 2024. He said the budget from multiple funding sources is not enough, so he recommends postponing until 2025 and including additional funds in the 2025 SRWMO budget. The board clarified that there is not much value in spending funds to re-estimate the carp population. The board left this budget line item as-is at this time with the option to revisit it later in the discussion.

The board discussed the cost share grant funds, which can be used by residents to do water quality projects on their property, and whether the 2025 budgeted contribution should be decreased since the funds were not used in 2023. Mr. Schurbon explained the strategy the board has used previously is building up the fund year by year in have enough funds for a project. Additionally the cost share projects have not been hugely promoted this year while the cost share funds are still low and building back up. The board decided to cut the budget line item from \$2,500 to \$1,500.

The board discussed funds for demonstration projects on public lands. Mr. Schurbon presented known possible project options. Of these, the board did not find any that appeared particularly valuable aside from the lake group that are hoping for aquatic weed removal tools at boat landings. The board favored cutting this budget item from \$6,750 to \$1,500 to accommodate that project.

The board discussed the administrative assistance budget item, noting that the time is generally spent and sometimes goes over depending on what activities the organization pursues. 2025 will include audit preparation. Mr. Kelly stated an increase in administrative budget is expected after three years of no increase and that he supported the board being responsive to staff needs.

The board discussed the historic efforts the board took in spending down the reserves as the SRWMO aims to have no more than 30% of an annual budget in reserve. Mr. Schurbon identified that an additional \$700 in reserve spend down, in addition to the \$2,800 already in the draft budget, would be in line with the policy. The board agreed to the additional spend down.

The board discussed wishing to have a budget for community events displays and materials. \$1,000 was suggested to be added.

The board reviewed the budget after the discussed changes. The new total was \$47,189. That is a \$3 increase over the 2024 budget.

**Mr. Melchior moved to and Mr. Wolens seconded to approve sending the revised draft 2025 budget of \$47,189 to the member communities. The motion carried with all in favor.**

Mr. Olson asked what government agency is responsible for maintaining fallen brush from culverts. He has observed some fallen trees seemingly obstructing flow in a creek and assumed this would fall under someone's jurisdiction. Mr. Schurbon said the location in question is a county ditch, falling under county jurisdiction. He stated the county was aware of beaver issues at this location.

The board revisited discussion of the Linwood Lake subwatershed study. They reaffirmed their desire to do tributary monitoring in 2024 to inform whether a 2025 study was warranted and the scope. They agreed no motion was required since the funds are already in approved budgets and being used accordingly.

8. Mail  
None was received.

9. Other  
No other discussion was had.

10. Invoice(s) approval  
A. Recording Secretary

**Mr. Mundle moved to and Mr. Olson seconded to pay the invoice #11923 for \$200.00. The motion carried with all in favor.**

SRWMO Meeting Minutes for January 4, 2024

Page 7 of 7

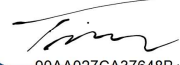
12. Adjourn

**Mr. Melchior moved to adjourn the meeting and Mr. Mundle seconded this. The motion carried and Ms. Hegland adjourned the meeting at 8:30PM.**

Upcoming Meeting Dates: Feb 1 (2024)

Submitted by:  
Cameron Blake

Attest:

DocuSigned by:  
  
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Secretary



# Sunrise River Watershed Management Organization

**Thursday, February 1, 2024 6:30 pm**

in the Booster West Room of East Bethel City Hall at 2241 221<sup>st</sup> Ave NE Cedar, MN 55011

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## **SRWMO Board members and community affiliation:**

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Chair (Columbus)	<input type="checkbox"/>	<input type="checkbox"/>	Jonn Olson (Linwood)
<input type="checkbox"/>	<input type="checkbox"/>	Tim Melchior, Secretary (Columbus)	<input type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Treasurer (E Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Bob Millerbernd (Linwood Alternate)
<input type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Brian Kirkham (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

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## **AGENDA**

*Agenda to be finalized at meeting*

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Annual meeting items
  - a. Election of officers
  - b. Hear any recommendations on amendments to the JPA and watershed management plan
  - c. Designate newspaper of record
  - d. Set regular meeting dates through February 2025
5. Approval of Minutes for January 4, 2024
6. Financial Reports
  - a. Treasurer's report
  - b. Grants financial report
7. Unfinished Business
  - a. Bylaws
8. New Business
  - a. 2023 Work results from Anoka Conservation District
  - b. 2024 – Consider contracts for professional services
  - c. 2025 budget
9. Mail
10. Other
11. Invoice(s) approval
  - a. Recording Secretary \$200.00
12. Adjourn

Upcoming Meeting Dates: To be decided at this meeting



# Sunrise River WMO

2241 – 221<sup>st</sup> Ave  
Cedar, MN 55011

## APPROVED MINUTES

Sunrise River Water Management Organization Meeting

Thursday, February 1, 2024

Meeting was held in person at the East Bethel City Hall

1. Call to Order

Ms. Hegland called the meeting to order at 6:34 pm.

2. Roll Call

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Chair (Columbus)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tim Melchior, Secretary (Columbus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Treasurer (E Bethel)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Leon Mager (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brian Kirkham (Ham Lake)

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jon Olson (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bob Millerbernd (Linwood Alternate)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cameron Blake* (Recording Secretary)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Kate Luthner, ACD</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Jack Davis, Columbus</u>

\* Remote via Zoom

3. Approval of Agenda.

Mr. Schurbon requested to add item 11b, an invoice from the SRWMO attorney.

**Mr. Kelly moved to approve the agenda as amended and Mr. Mundle seconded this motion. The motion carried with all in favor.**

4. Annual meeting items

a. Election of officers

**Ms. Hegland moved to elect Mr. Mundle as Chair and Mr. Kelly seconded this motion. The motion carried with all in favor.**

**Ms. Hegland moved to elect Mr. Kelly as Vice Chair and Mr. Olson seconded this motion. The motion carried with all in favor.**

**Ms. Hegland moved to keep Mr. Melchoir as Secretary and Mr. Kelly seconded this motion. The motion carried with all in favor.**

**Mr. Kelly moved to elect Ms. Hegland as Treasurer and Mr. Mundle seconded this motion. The motion carried with all in favor.**

Mr. Schurbon confirmed that no action is needed at the bank as the same managers are signatories this year.

b. Hear any recommendations on amendments to the JPA and watershed management plan  
No comments were heard.

c. Designate newspaper of record

**Ms. Hegland moved to designate the Forest Lake Times as the SRWMO newspaper of record and Mr. Olson seconded this motion. The motion carried with all in favor.**

d. Set regular meeting dates through February 2025

The proposed meeting dates are: April 4, June 6, Sept 5, Nov 7, Jan 2 (2025), and Feb 6 (2025).

**Ms. Hegland moved to set meetings dates as presented and Mr. Wolens seconded this motion. The motion carried with all in favor.**

5. Approval of Minutes for January 4, 2023

Mr. Mundle took over as chair of the meeting and thanked Ms. Hegland for her service in this role.

Ms. Hegland noted that she submitted some typographical, non-substantive edits to the minutes to Mr. Schurbon.

**Ms. Hegland moved to approve the minutes with some typographical errors corrected and Mr. Olson seconded this motion. The motion carried with all in favor.**

6. Financial Reports

A. Treasurer's report

Mr. Schurbon explained there was no report today as it's the first day of the month and the bank statement was not received yet. An updated report will be ready for the next meeting.

B. Grants financial report

Mr. Schurbon stated there have been no changes to the report since the last board meeting.

**Mr. Kelly moved to accept the grants financial report as presented and Ms. Hegland seconded this motion. The motion carried with all in favor.**

7. Unfinished Business

A. Bylaws

Mr. Schurbon reported that the draft bylaws were distributed to all four communities. No concerns were raised other than a need for clarity around voting and alternate board members, which the board discussed last month. The attorney made some changes and they are reflected in the current version of the bylaws in the board packet.

**Ms. Hegland moved to adopt bylaws as presented and Mr. Kelly seconded this motion. The motion carried with all in favor.**

7. New Business

A. 2023 Work results from Anoka Conservation District

Mr. Schurbon presented the report to the board and explained that this material will be included in the SRWMO's annual report to the Board of Water and Soil Resources and on the SRWMO website. The report contains water monitoring results, grant and project activities, administrative activities, and education and outreach activities. The report also contains



recommendations for the board to consider for the SRWMO moving forward, which can be found on page three of the report.

Ms. Hegland asked if the SRWMO has standing meetings with the lake associations in the district. Mr. Schurbon confirmed he connects with them at least annually in some way. Coon, Martin, and Linwood Lake are the three major lake associations in the district. Mr. Wolens noticed Adopt-a-Drain signs around Coon Lake and Mr. Schurbon explained the Coon Lake Association is independently working on this activity.

The group discussed funding sources and programs available to residents for SSTs repairs/replacements and well sealing, and how this funding is distributed.

The SRWMO also performs monitoring for specific wetlands, and the group discussed how wetlands are defined and classified.

Mr. Schurbon noted that although Martin Lake was technically just below the impairment level this past year it won't be removed from the MPCA's impaired waters list until it remains this way for a couple years. Ms. Hegland asked if the monitoring frequency of Coon Lake had been changed yet to address concerns Mr. Mager has shared in the past. Mr. Schurbon explained the current plan is to follow the frequency as recommended in the watershed management plan and budget, which may not address Mr. Mager's concerns; but that the group would need to hear more from Mr. Mager on this issue. The group discussed the efforts made to recruit citizen monitoring volunteers and the challenges posed by this such as whether lakes have public access and ease of accessibility.

Mr. Kelly inquired as to what outreach strategies the SRWMO uses to inform residents about the funding and technical assistance programs for best management practices that are offered, such as shoreline restorations. Mr. Schurbon explained that historic efforts included city newsletters, lake association newsletters, targeted mailings, social media, and participation in community festivals. The group discussed the potential drawbacks of door knocking as some residents may not view this favorably and instead assume the district is seeking to regulate activity. Although a shared goal of water quality may exist in the district, there are different mindsets about how this should be attained. Some residents are less open to applying the kinds of property management strategies the WMO is promoting. The group noted that awareness and outreach is a common challenge among government entities. The group agreed that the SRWMO booth at community events is a great way to promote the cost share programs and spread awareness of what resources are available to residents. Ms. Hegland asked if the SRWMO does any outreach with schools in the district. This is another strategy that could be explored further.

#### B. 2024 – Consider contracts for professional services

The SRWMO Watershed received two submittals for recording secretarial services; one from existing secretary Cameron Blake and another from Timesaver Offsite Secretarial. Some of the benefits of the Timesaver organization are a fast turnaround time, availability of backup staff, accuracy because minutes are taken from a recording, and a lower price for shorter meetings. Organizations who use Timesaver are pleased with the quality of the work. There is a chance that for longer meetings the Timesaver pricing will end up being higher than the flat rate proposed by Mr. Blake.

Ms. Hegland stated that Columbus has tried to use Timesaver in the past but they did not have the capacity at that time to add them as a client. Mr. Schurbon does not know what this capacity could look like in the future but they have the capacity now for the SRWMO meetings.

Mr. Kelly said he would prefer to spend money locally if the service and price is comparable and Mr. Mundle agreed.

**Mr. Wolens moved to select Cameron Blake for recording secretarial services at \$200/meeting plus \$70/hr for in-meeting time beyond 2.5 hours. Fees are for March 2024-March 2025 with any fee changes to be communicated by Nov 1. Mr. Kelly seconded this motion. The motion carried with all in favor.**

The group then considered the water monitoring and management proposal received from the ACD. No other responses were received. The cost proposed is \$34,673.00 for proposal items which is \$690 over the SRWMO budget. The ACD suggests reducing the 2024 funding for the outreach coordinator by \$690 so that any overall contract would be within budget. Ms. Hegland mentioned again Mr. Mager's concern about lake water monitoring frequency and Mr. Schurbon explained that this year Coon Lake was going to be monitored. Mr. Schurbon explained the breakdown of the work plan tasks into proposal items (\$34,673.00) and non-proposal items (\$8,077.00), which are those for which as ACD is holding the grant funds that pay a portion.

**Ms. Hegland moved to accept the ACD proposal and enter into a contract in the amount of \$42,750. Mr. Olson seconded this motion. The motion carried with all in favor.**

Ms. Hegland commended Mr. Schurbon and the ACD for the amount of work they get done with such a small budget.

#### C. 2025 Budget

Mr. Schurbon reported that member communities received and ratified the 2025 SRWMO budget.

**Mr. Kelly moved to adopt the 2025 SRWMO budget of \$47,189.00 and Mr. Wolens seconded this motion. The motion carried with all in favor.**

9. Mail  
None was received.
10. Other  
No other discussion was had.
11. Invoice(s) approval
  - A. Recording Secretary \$200.00
  - B. Kennedy and Graven, Attorneys \$565.50

SRWMO Meeting Minutes for February 1, 2024

Page 5 of 7

**Mr. Kelly moved and Ms. Hegland seconded to pay invoices #1424 for \$200.00 and invoice 179550 for \$565.5. The motion carried with all in favor.**

12. Adjourn

**Mr. Mundle moved to adjourn the meeting and Mr. Kelly seconded. The motion carried and Mr. Mundle adjourned the meeting at 7:36PM.**

Upcoming Meeting Dates: April 4, June 6, Sept 5, Nov 7, Jan 2 (2025), and Feb 6 (2025)

Submitted by:  
Cameron Blake

Attest:

DocuSigned by:  
  
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Secretary



# Sunrise River Watershed Management Organization

**Thursday, April 4, 2024 6:30 pm**

in the Booster West Room of East Bethel City Hall at 2241 221<sup>st</sup> Ave NE Cedar, MN 55011

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**SRWMO Board members and community affiliation:**

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Treasurer (Columbus)	<input type="checkbox"/>	<input type="checkbox"/>	Jonn Olson (Linwood)
<input type="checkbox"/>	<input type="checkbox"/>	Tim Melchior, Secretary (Columbus)	<input type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Chair (E Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Ben Harker (Linwood Alternate)
<input type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Brian Kirkham (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

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## AGENDA

*Agenda to be finalized at meeting*

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for February 1, 2024
5. Financial Reports
  - a. Treasurer's report
  - b. Grants financial report
6. Unfinished Business
  - a.
7. New Business
  - a. Data practices policy
  - b. Community events
  - c. Martin Lakers Association annual meeting
8. Mail
9. Other
10. Invoice(s) approval
  - a. Recording Secretary – minutes \$ 200.00
  - b. Anoka Conservation District – water monitoring & mgmt 1 of 3 \$14,250.00
  - c. Attorney - Kennedy & Graven - bylaws \$ 58.50
11. Adjourn

Upcoming Meeting Dates: 2024: June 6, September 5, November 7. 2025: January 2, February 6.



# Sunrise River WMO

2241 – 221<sup>st</sup> Ave  
Cedar, MN 55011

## APPROVED MINUTES

Sunrise River Water Management Organization Meeting

Thursday April 4, 2024

Meeting was held in person at the East Bethel City Hall

1. Call to Order

Mr. Mundle called the meeting to order at 6:31 pm.

2. Roll Call

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Treasurer (Columbus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tim Melchior, Chair (Columbus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Treasurer (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brian Kirkham (Ham Lake)

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jonn Olson (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ben Harker (Linwood Alternate)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Kate Luthner, ACD</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Jack Davis, Columbus</u>

3. Approval of Agenda

Mr. Schurbon requested to add two items under agenda item as 6a: Phase 2 shoreline grant update and 6b: WBIF grant update.

**Ms. Hegland moved to approve the agenda as amended and Mr. Kelly seconded. The motion carried with all in favor.**

4. Approval of Minutes for February 1, 2023

**Ms. Hegland moved to approve the minutes with some typographical errors corrected and Mr. Kelly seconded. The motion carried with all in favor.**

5. Financial Reports

A. Treasurer's report

Ms. Hegland stated there was a starting balance of \$33,678.15 and an ending balance of \$30,860.41. There were three deposits from the communities. Ham Lake and East Bethel paid the entire year and Linwood paid the first half. Columbus has not yet made their payment.

Mr. Davis and Ms. Hegland stated they would see that it is paid. There were expenditures for MCIT, Kennedy & Graven (attorney), and Cameron Blake (recording secretary).

**Mr. Mager moved to accept the treasurer's report as presented and Mr. Olson seconded. The motion carried with all in favor.**

B. Grants financial report

Mr. Schurbon reported there were four updates, three of them were approved at the last meeting. \$1,000 was added to the cost share fund, \$2,000 was added to the Linwood Lake study fund which will be occurring with tributary monitoring this year, and \$1,000 was added to the carp management fund for planned work in 2025. The last update was the addition of the new Phase 2 Clean Water Fund Sunrise Chain of Lakes Shoreline Stabilizations grant, which reflects the state funds and landowner match with no SRWMO match required.

6. Unfinished Business

A. Phase 2 Shoreline Grant

Mr. Schurbon updated the group that he had completed the grant work plan with BWSR staff. The grant application stated Martin Lake as a priority with Linwood and Coon Lakes as secondary priorities. At the last meeting, the SRWMO board had expressed interest in funds going to Coon or Linwood Lake. Mr. Schurbon explained that the work plan was written to allow funding to be used for any of those lakes with some priority scoring for Martin Lake. Priority scoring for Martin Lake will not be so much as to preclude projects at the other lakes. Mr. Schurbon noted that the grant is not large enough to perform outreach at all properties at all the lakes, as they would likely need to turn many landowners away. Staff will identify priority shoreline segments with some at each lake.

Mr. Kelly asked if the visibility of projects would be considered in the prioritization process? Mr. Schurbon said this can be considered.

The group asked how SRWMO project accomplishments are publicized, and suggested a press release to a local newspaper after the 2024 shoreline projects are installed. Mr. Schurbon stated he can do so.

B. WBIF Grant

SRWMO requested that funding for identified projects be set aside before the remainder of the metro WBIF is distributed to the rest of the basin. The convene group agreed to consider such requests. The requirements were that the funding be a small dollar amount, the projects already identified in eligible water plans, and they have to be something the Lower St. Croix Partnership has not been funding. The SRWMO requested \$75,000 for a raingarden on Coon Lake with the remainder to be used for shoreline projects. Mr. Schurbon believes this funding will be approved at the next meeting. The other organization that requested funding was the Valley Branch Watershed District who is requesting a large amount of money for unspecified projects. Mr. Schurbon does not feel the group will approve this.

Ms. Hegland explained that she has requested this project funding availability be communicated to cities, and this will be accomplished through communication through the respective watershed districts and management organizations. Ms. Hegland will follow up to see if this has been done and feels this is a good start to be more inclusive in this process in the future. Mr. Melchior reported that the group was receptive and seemed to hear the concerns expressed by the SRWMO and other parties regarding this funding process.

Mr. Schurbon explained that the SRWMO will need to decide on a grant recipient and fiscal agent for these funds if awarded. In the past the ACD has served both of these roles for most grants in the SRWMO area, but he does not recommend this in this case because the SRWMO is requesting this funding. Ms. Hegland said she felt this should be decided tonight as this will be helpful to have determined before the next metro WBIF meeting. Mr. Schurbon explained the SRWMO can contract with ACD to serve as grant fiscal agent, including authorizing ACD to take certain actions such as making progress payments to contractors in a timely way. The SRWMO would be responsible for the grant and would have the grant agreement with the State.

**Mr. Melchior moved for SRWMO to be the grant recipient and ACD to be the fiscal agent for any FY25 metro WBIF funds for projects in the SRWMO area. Ms. Hegland seconded. The motion carried with all in favor.**

Ms. Hegland thanked Mr. Schurbon for submitting the project funding requests and the board thanked Ms. Hegland and Mr. Melchior for attending on behalf of the SRWMO.

7. New Business

A. Data practices policy

The SRWMO does not currently have a data practices policy. Mr. Schurbon has drafted a policy that will serve several organizations in a similar position. It is under attorney review.

The policy must identify key people to contact for data requests from the public. In the draft policy, he listed the Chair (and future chairs) as the Responsible Authority and Compliance Official and himself as the Designee. He also added a statement addressing the fact that the SRWMO does not have someone who regularly opens mail.

The group discussed timely responses to data requests, and what would constitute the official start any 10 day timeline to respond to a request. The board felt this is specified in statute. Mr. Mundle said currently SRWMO mail is collected prior to the board meeting or is sometimes left in his mailbox.

The board asked whether there could or should be a data request form on the SRWMO website. Mr. Schurbon said this policy and form could be added to the website, but there is not currently a way to submit anything through the SRWMO website.

Mr. Melchior said this policy is separate from a litigious data discovery practice and explained how this plays out in a court setting. Ms. Hegland said the SRWMO has to comply with state statute in following a public data request. Mr. Melchior discussed options of how the SRWMO could respond to a data request in light of the 10 day timeline and that the SRWMO does not have staff monitoring mail. Mr. Schurbon said he could bring the concern about timeliness to the attorney.



Ms. Hegland said she felt the responsible authority and compliance official should be someone with a more consistent role in the SRWMO and with access to the data that would be requested, such as staff rather than the chair or a board member. Mr. Schurbon will ask the attorney if the designated person could be staff or contracted staff or if it should be someone with decision making authority, which would be a board member. Right now the SRWMO's website lists a mailing address (city hall) and an email for a day to day contact, which is currently Mr. Schurbon. Consensus of the board is that they would wish for contracted staff to fill the responsible roles in the data practices policy.

B. Community events

Mr. Mundle will connect Mr. Schurbon with the East Bethel Booster Day coordinator to determine if a SRWMO booth would be appropriate and wanted.

Mr. Schurbon requested the U of MN Extension Service lawn irrigation efficiency booth for two of the events and received confirmation it will be at the Linwood Family Fun Day.

Two managers would be needed as staff for each event. Mr. Kelly volunteered for the Linwood event and Mr. Schurbon will reach out to Ben Harker as a second person. Mr. Schurbon will determine availability of ACD or LSC Partnership outreach staff for these events. Mr. Melchior and Ms. Hegland volunteered for Columbus Fall Fest.

The SRWMO budgeted for booth handouts in 2025. Mr. Schurbon felt that outreach dollars in 2024 could cover this for the current year, up to about \$200. The board requested native flower seed packets, candy, coloring books, and crayons for this year.

**Mr. Melchior moved to authorize any community event booth registration fees and Mr. Kelly seconded this motion. The motion carried with all in favor.**

C. Martin Lakers Association annual meeting

Mr. Kelly has attended this event in the past as part of the lake association but is not volunteering to commit to the event. Mr. Schurbon will be attending as a presenter and noted that this event was an opportunity for SRWMO to be represented with the lake association members. Mr. Mundle and Ms. Hegland volunteered to attend. Mr. Olson may also be able to attend this social gathering

9. Mail  
None was received.
10. Other  
No other discussion was had.
11. Invoice(s) approval
  - A. Recording Secretary \$200.00

B. Anoka Conservation District- water monitoring & management 1 of 3 \$14,250.00

C. Kennedy and Graven, Attorneys \$58.50

**Ms. Hegland moved to and Mr. Wolens seconded to pay the recording secretary invoice of \$200, ACD invoice of \$14,250, and Kennedy and Graven invoice of \$58.50. The motion carried with all in favor.**

12. Adjourn

**Mr. Melchior moved to adjourn the meeting and Mr. Wolens seconded. The motion carried and Mr. Mundle adjourned the meeting at 7:55PM.**

Upcoming Meeting Dates: June 6, Sept 5, Nov 7, Jan 2 (2025), and Feb 6 (2025)

Submitted by:  
Cameron Blake



# Sunrise River Watershed Management Organization

**Thursday, June 6, 2024 6:30 pm**

in the Booster West Room of East Bethel City Hall at 2241 221<sup>st</sup> Ave NE Cedar, MN 55011

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## SRWMO Board members and community affiliation:

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Treasurer (Columbus)	<input type="checkbox"/>	<input type="checkbox"/>	Jonn Olson (Linwood)
<input type="checkbox"/>	<input type="checkbox"/>	Tim Melchior, Secretary (Columbus)	<input type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Chair (E Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Ben Harker (Linwood Alternate)
<input type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Brian Kirkham (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

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## AGENDA

*Agenda to be finalized at meeting*

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for April 4, 2024
5. Financial Reports
  - a. Treasurer's report
  - b. Grants financial report
6. Unfinished Business
  - a. Data practices policy
  - b. Community events
7. New Business
  - a. FY25 WBIF grant
  - b. Project agreement – 19255 East Front Blvd biofiltration
  - c. Attorney change
8. Mail
9. Other
10. Invoice(s) approval
  - a. Recording Secretary – minutes \$ 200.00
  - b. East Bethel Booster Day – event insurance \$ 20.00
11. Adjourn

Upcoming Meeting Dates: 2024: September 5, November 7. 2025: January 2, February 6.



# Sunrise River WMO

2241 – 221<sup>st</sup> Ave  
Cedar, MN 55011

## APPROVED MINUTES

Sunrise River Water Management Organization Meeting

Thursday June 6, 2024

Meeting was held in person at the East Bethel City Hall

1. Call to Order

Mr. Mundle called the meeting to order at 6:30 pm.

2. Roll Call

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Treasurer (Columbus)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tim Melchior, Secretary (Columbus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Chair (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Troy Wolens (Ham Lake)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Kirkham (Ham Lake)

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jon Olson (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ben Harker (Linwood Alternate)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Kate Luthner, ACD</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Jack Davis, Columbus</u>

3. Approval of Agenda.

Mr. Schurbon requested to add two items under agenda item 6: Phase 2 shoreline grant update and WBIF grant update.

**Ms. Hegland moved to approve the agenda as amended and Mr. Kelly seconded this motion. The motion carried with all in favor.**

4. Approval of Minutes for April 4, 2024

**Ms. Hegland moved to approve the minutes and Mr. Kelly seconded this motion. The motion carried with all in favor.**

5. Financial Reports

A. Treasurer's report

Mr. Schurbon stated there was a starting and ending balance of \$40,556.06 for May of 2024. He stated that the community payment from Columbus has been received and noted that all community first half payments have been received, with Linwood's second half being the only payment missing, although it is not yet due.

**Ms. Hegland moved to accept the treasurer's report as presented and Mr. Kelly seconded this motion. The motion carried with all in favor.**

B. Grants financial report

Mr. Schurbon explained that there was a new line item under cost share grant funds for a Fawn Lake Lakeshore buffer project. It's a 40 foot long restoration that has been approved by ACD, and is marked as encumbered but not yet spent. In total \$514.90 will be reimbursed

after project receipts have been submitted. Mr. Schurbon noted that Sunrise Chain of Lakes Phase I is currently unchanged but they will receive the first invoice soon which will be about 80% of the project costs. The line item for Linwood Lake tributary monitoring was removed from the category for future work because it is currently in progress.

6. Unfinished Business

A. Data Practices Policy

Mr. Schurbon explained that the SRWMO attorney recommended the Watershed Coordinator, not board managers, be the responsible party for data practices act requests due to access to necessary data. This should address the board's concerns from the last meeting regarding responsible party and timeliness of response. He recommended the board adopt the data practices act with these updates. He noted these kinds of requests are very rare but the SRWMO is required to adopt a policy.

Ms. Hegland questioned as to whether Mr. Schurbon should be both the responsible party and the designee for compliance. She asked an alternative ACD staff member be listed in case Mr. Schurbon is not available to respond, and that perhaps a board manager such as the chair be listed as the designee for compliance to make sure the request was met. Mr. Schurbon explained that if he was to be gone for an extended time someone at ACD would fill the role as Watershed Coordinator. After additional discussion is the group wished the ACD Office Administrator be listed as the designee and SRWMO Chair be the compliance official. The SRWMO administrator, Mr. Schurbon, would be the responsible authority.

Ms. Hegland asked for clarification on the turnaround time for data request responses. She asked if the method of request would dictate the response time, such as mail being opened at the next board meeting. Mr. Schurbon explained the data requests would go to him at ACD, which is continuously monitored.

Ms. Hegland expressed concern there was a lack of consistency of response times listed in the policy document: 15 vs 10 business days and "within a reasonable amount of time." Mr. Schurbon explained there were different time period requirements based on the type of data (public or subject) and there was a difference between responding to a request and filling the request. The SRWMO attorney reviewed and was comfortable with this policy language, and noted that it was also in a copy of the state's policy template that other organizations use. Mr. Schurbon said the board could send it back to the attorney for review on response time. There was agreement to have the attorney look at the response times again.

**Ms. Hegland moved to accept the data practices policy with the recommended changes to responsible parties designation, and verification from attorney that the timelines for responding to requests are consistent and in-line with the law. Mr. Kelly seconded. The motion carried with all in favor.**

B. Community Events

Mr. Schurbon thanked the managers for signing up for the community events displays. One update was a change to the ACD staff member listed for Linwood Family Fun Day and

Columbus Fall Fest; that person has moved to a different position. Jamie will work to secure a replacement staff person.

The board discussed giveaway or promotional items. Mr. Schurbon said they could use the same materials for all events. Previously requested items were native plant seed packets, candy, and crayons, and coloring books. Ms. Hegland volunteered to acquire the candy if she would be reimbursed. Mr. Schurbon stated the group previously agreed to \$200 total expense from outreach funds contracted to ACD, so ACD will reimburse. Mr. Kirkham will clarify if Ham Lake's Freedom Fest community event would wish to have a SRWMO booth.

7. New Business

A. FY25 WBIF grant

The Lower St. Croix metro convene committee allocated \$75,000 from the FY25 metro Watershed Based Implementation Funding (WBIF) to the SRWMO for urban stormwater and shoreland stabilization projects, with funding for administration costs and technical/engineering staffing. Mr. Schurbon explained that the stormwater biofiltration practice is ready for this year, with the shoreline projects anticipated in 2025-26.

Mr. Schurbon noted that the board directed ACD to be the fiscal agent for this grant. He presented a draft contract outlining the ACD and SRWMO roles. The board reviewed the proposed roles. Ms. Hegland asked why the ACD would not be the party to enter the contracts with the construction contractor or landowners? Ms. Luthner explained that that would mean the SRWMO would not be selecting the contractor, and the SRWMO is responsible for the grant funds. She suggested there is benefit to the SRWMO oversight, even if ACD is providing recommendations. The board discussed the relational structure of the SRWMO being the responsible party for the grant and the ACD being the organization who has the technical ability to implement the grant. The proposed contract allows the day to day activities to be implemented by the ACD but the SRWMO would retain the ability to have oversight of the whole process.

**Ms. Hegland moved to authorize the Chair to sign the FY25 WBIF Lower St. Croix metro grant agreement with BWSR for \$75,000. Mr. Kelly seconded. The motion carried with all in favor.**

**Ms. Hegland moved to approve the FY25 WBIF Grant Fiscal Agent and Projects Management Services contract with ACD. Mr. Kirkham seconded. The motion carried with all in favor.**

B. Project agreement – 19255 East Front Blvd biofiltration

Mr. Schurbon explained this was a previously designed and approved project that did not have funding until now. The project requires a 10 year landowner agreement to ensure the longevity of the practice. Ms. Hegland clarified that the WBIF grant is what is being proposed to pay for this project and asked for more information about the ranking information about the project. Mr. Schurbon explained the cost estimate and how the funding could be rolled over to lakeshore restoration activities if the actual cost is below the estimate. He

clarified in this case the landowner is not being asked to provide cash contributions as the practice is in the right of way and is treating runoff from upstream other properties.

**Mr. Kelly moved to authorize the Chair to sign the landowner agreement for the 19255 East Front Blvd biofiltration project and encumber \$30,000 FY25 WBIF funds toward construction. ACD is authorized to move funds amongst grant activities as needed in the event of costs under/over budget. Ms. Hegland seconded. The motion carried with all in favor.**

C. Attorney Change

The WMO's attorney in recent years has been Troy Gilchrist at Kennedy and Graven. Troy and another partner are amicably splitting from Kennedy and Graven to form a new law firm called Town Law Center. The WMO board discussed either staying with Mr. Gilchrist at his new firm, or stick with Kennedy and Graven. Mr. Schurbon recommends to continue with Mr. Gilchrist due to his expertise in watershed law. Mr. Gilchrist's hourly rate is not changing during this transition.

**Mr. Kirkham moved to select Mr. Troy Gilchrist of Town Law Center as the WMO's attorney effective immediately. Mr. Kelly seconded. The motion carried with all in favor.**

9. Mail

None was received.

10. Other

Mr. Mager asked if the ACD provides water monitoring data to the DNR? Mr. Schurbon explained the ACD shares water level data directly with the DNR. Water quality data is entered into the MPCA's database, which the DNR uses for its website.

11. Invoice(s) approval

A. Recording Secretary \$200.00

B. East Bethel Booster Day – event insurance \$200.00

Mr. Schurbon explained that in order to participate in the event the SRWMO is required to pay \$20 or to amend the SRWMO insurance policy to include the event.

**Mr. Mager moved to pay the recording secretary at \$20 and East Bethel Booster Day at \$20. Mr. Olson seconded. The motion carried with all in favor.**

12. Adjourn

**Ms. Hegland moved to adjourn the meeting and Mr. Kelly seconded this. The motion carried and Mr. Mundle adjourned the meeting at 7:49PM.**

Upcoming Meeting Dates: Sept 5, Nov 7, Jan 2 (2025), and Feb 6 (2025)

Submitted by: Cameron Blake





# UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, July 9, 2024 6:30 pm**

**Meeting location:** Oak Grove City Hall. 19900 Nightingale St NW Oak Grove, MN

Meeting in the senior center room. Use N entrance, then first left.

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**URRWMO Board members and city affiliation:**

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	John West, Chair (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Patrick Sullivan (Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Paul Tradewell (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Tim Miller (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Dan Breyen, V. Chair (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Radja Lohse (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Shanni Fladebo, (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Brian Kirkham (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Andrew Wood (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Entsminger (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Chris Beyett (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Ryan Seguin (Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

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## AGENDA

*Agenda to be finalized at meeting*

1. Call to Order & Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for May 7, 2024
5. Treasurer's Report
6. Unfinished Business
  - a. Rum metro WBIF grant process update
  - b. Projects updates
7. New Business
  - a. Attorney change
  - b. Insurance renewal
8. Mail
9. Other
10. Invoice(s)
  - a. TimeSaver Off Site Secretarial, Inc. \$ 167.00
  - b. ACD invoice payment 2 of 3 \$12,351.33
  - c. Kennedy & Graven \$ 88.00
11. Adjourn

Upcoming meetings: Sept 3, Nov 12



# Sunrise River Watershed Management Organization

**Thursday, September 12, 2024 6:30 pm**

in the Booster West Room of East Bethel City Hall at 2241 221<sup>st</sup> Ave NE Cedar, MN 55011

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## SRWMO Board members and community affiliation:

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Treasurer (Columbus)	<input type="checkbox"/>	<input type="checkbox"/>	Jonn Olson (Linwood)
<input type="checkbox"/>	<input type="checkbox"/>	Tim Melchior, Secretary (Columbus)	<input type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Chair (E Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Ben Harker (Linwood Alternate)
<input type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Brian Kirkham (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

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## AGENDA

*Agenda to be finalized at meeting*

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for June 6, 2024
5. Financial Reports
  - a. Treasurer's report
  - b. Grants financial report
6. Unfinished Business
  - a. Community events
7. New Business
  - a. Construction quotes - 19255 East Front Blvd biofiltration project
  - b. Upcoming possible projects
8. Mail
9. Other
10. Invoice(s) approval
  - a. Recording Secretary – minutes (note new mailing address) \$ 200.00
  - b. Attorney – Town Law Center \$ 136.50
  - c. Anoka Conservation District – Water monitoring & mgmt \$ 14,250.00
11. Adjourn

Upcoming Meeting Dates: 2024: November 7. 2025: January 2, February 6.



# Sunrise River WMO

2241 – 221<sup>st</sup> Ave  
Cedar, MN 55011

## APPROVED MINUTES

Sunrise River Water Management Organization Meeting

Thursday September 12, 2024

Meeting was held in person at the East Bethel City Hall

1. Call to Order

Mr. Mundle called the meeting to order at 6:32 pm.

2. Roll Call

Present    Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Treasurer (Columbus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tim Melchior, Secretary (Columbus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Chair (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brian Kirkham (Ham Lake)

Present    Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	John Olson (Linwood)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kevin Kelly (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ben Harker (Linwood Alternate)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Jack Davis</u>
<input type="checkbox"/>	<input type="checkbox"/>	Other: <u>                    </u>

3. Approval of Agenda.

**Ms. Hegland moved to approve the agenda as amended and Mr. Mager seconded this motion. The motion carried with all in favor.**

4. Approval of Minutes for June 6, 2024

**Ms. Hegland moved to approve the minutes and Mr. Olson seconded this motion. The motion carried with all in favor.**

5. Financial Reports

A. Treasurer's report

Ms. Hegland stated the bank balance in August was \$49,884.66 and after invoices are approved at the end of the meeting the new balance will be \$35,298.16.

**Mr. Mager moved to accept the treasurer's report as presented and Mr. Wolens seconded this motion. The motion carried with all in favor.**

B. Grants financial report

Mr. Schurbon updated the board that a project was completed using SRWMO cost share grant funds, utilizing \$365.99. The project as a native plant buffer on Fawn Lake. Photos were shared with the board.

The Sunrise Chain of Lakes Shoreline Stabilizations Phase 1 Clean Water Fund grant is nearly complete. Remaining funds will go towards plant establishment services by the

nursery. Grant close out is expected at the end of the year. The separate phase 2 grant is beginning now, with landowner outreach occurring this fall and construction anticipated for 2025-2026.

FY2025 Watershed Based Implementation Funds (WBIF) to the SRWMO is the new addition to this report. Mr. Schurbon noted that the 19255 East Front Blvd Biofiltration Basin Project will use these funds and will be constructed by the end of November.

6. Unfinished Business

A. Community Events

Updates on the SRWMO booths at East Bethel Booster Day and Linwood Family Fun Day were provided by the board members who helped with those events. Columbus Fall Fest is yet to come on September 21<sup>st</sup>. Ms. Hegland and Mr. Melchoir will run that booth.

7. New Business

A. Construction Quotes – 19255 East Front Blvd Biofiltration Project

Mr. Schurbon explained this was the project the board approved at the last board meeting. He received quotes for construction for this fall, and is seeking board approval to enter into a construction contract. Funding for this project is coming from the FY25 WBIF grant, of which \$30,000 was dedicated to this project, and up to \$7,500 additionally can be used as contingency funding. Five bids were received. The low bid was from Dunaway Construction and is within budget even after considering non-contractor costs.

Mr. Schurbon said that a special meeting may be needed to pay for construction in a timely manner. Ms. Hegland asked if the payment could be pre-approved at the November 7th meeting if construction is to be completed soon thereafter? The board expressed interest in considering that at the November meeting.

**Mr. Melchoir moved to approve the Dunaway Construction quote of \$25,792.90 for the 19255 East Front Blvd Biofiltration Basin Project, to authorize the Chair to execute a construction contract, to authorize additional expenditures of \$850 for a Rain Guardian Bunker and up to \$3,000 to utility relocates. He also moved to authorize the Chair, or Vice Chair in the Chair's absence, to approve change orders or deviations from the budget of up to \$6,000. Seconded by Mr. Olson. The motion carried with all in favor.**

B. Upcoming possible projects

Mr. Schurbon requested and was awarded funding from the Lower St. Croix Partnership to conduct a \$7,000 study to identify and rank water quality projects within the Ditch 13th subwatershed. It will be done in conjunction with county ditch inspections. This study will happen this fall. The study area is outside the SRWMO, but very near and benefits are nearly entirely to the downstream SRWMO lakes. The funding award is to the Anoka Conservation District and there is no cost to the SRWMO.

Mr. Schurbon submitted a Clean Water Fund competitive grant application for a wetland restoration project that would benefit water quality for Typo and Martin Lakes by treating

runoff from Ditch 20. This has been a long-considered project with significant pollutant reduction, and the landowners are now interested. The Anoka Conservation District is the grant applicant. The project location is technically outside the SRWMO boundary but the benefits are nearly entirely to the SRWMO area.

Ten percent grant match is required, which will be \$22,138. One match option to be explored is valuing excavated soil disposal on the landowner's property instead of trucking it off site. If this is not allowed by grant policy, the SRWMO and landowner would likely be asked for cash contributions. Grant award decisions are made in December.

9. Mail

None was received.

10. Other

Mr. Mager updated the board that a project was completed on Coon Lake to remove invasive narrow leaf cattail from 900 feet of shoreline (approximately 40 feet wide). This project was permitted by the MNDNR, who has also been involved in invasive cattail removal up north. Private landowners coordinated the project. Mr. Mager explained the narrow leaf cattail is not ecologically beneficial to lake ecosystems. Mr. Mager said the University of Minnesota conducted a study on the cattail including study sites in Coon Lake and Big Marine Lake. The study results should be out this fall.

The group discussed that several board members are up for re-election to their city council seats. This may result in changes to SRWMO board appointments.

11. Invoice(s) approval

A. Recording Secretary \$200.00

B. Attorney – Town Law Center \$136.50

C. Anoka Conservation District – Water monitoring and management \$14,250.00

**Mr. Wolens moved to and Mr. Harker seconded to pay all the invoices. The motion carried with all in favor.**

12. Adjourn

**Mr. Melchior moved to adjourn the meeting and Mr. Wolens seconded this. The motion carried and Mr. Mundle adjourned the meeting at 7:40PM.**

Upcoming Meeting Dates: Nov 7, Jan 2 (2025), and Feb 6 (2025)

Submitted by:

Cameron Blake



# Sunrise River Watershed Management Organization

**Thursday, November 7, 2024 6:30 pm**

in the Booster West Room of East Bethel City Hall at 2241 221<sup>st</sup> Ave NE Cedar, MN 55011

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## SRWMO Board members and community affiliation:

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Treasurer (Columbus)	<input type="checkbox"/>	<input type="checkbox"/>	Jonn Olson (Linwood)
<input type="checkbox"/>	<input type="checkbox"/>	Tim Melchior, Secretary (Columbus)	<input type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Chair (E Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Ben Harker (Linwood Alternate)
<input type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Brian Kirkham (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

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## AGENDA

*Agenda to be finalized at meeting*

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for September 12, 2024
5. Financial Reports
  - a. Treasurer's report
  - b. Grants financial report
6. Unfinished Business
7. New Business
  - a. Shoreline stabilization project ranking
8. Mail
9. Other
10. Invoice(s) approval
  - a. Recording Secretary – minutes \$ 200.00
  - b. Anoka Conservation District – Water monitoring & mgmt \$ 14,250.00
  - c. Dunaway Construction – 19255 E Front Blvd stormwater project To be provided at meeting
11. Adjourn

Upcoming Meeting Dates: 2025: January 2, February 6.



# Sunrise River WMO

2241 – 221<sup>st</sup> Ave  
Cedar, MN 55011

## APPROVED MINUTES

Sunrise River Water Management Organization Meeting

Thursday November 7, 2024

Meeting was held in person at the East Bethel City Hall

1. Call to Order

Mr. Mundle called the meeting to order at 6:31 pm.

2. Roll Call

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Treasurer (Columbus)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tim Melchior, Secretary (Columbus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Chair (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brian Kirkham (Ham Lake)

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	John Olson (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ben Harker (Linwood Alternate)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Jack Davis</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Kate Luthner</u>

3. Approval of Agenda

**Ms. Hegland moved to approve the agenda and Mr. Kelly seconded. The motion carried with all in favor.**

4. Approval of Minutes for September 12, 2024

**Ms. Hegland moved to approve the minutes and Mr. Kelly seconded. The motion carried with all in favor.**

5. Financial Reports

A. Treasurer's report

Ms. Hegland reported that the check to the recording secretary check from the last meeting was never received, and appears lost. The recording secretary has signed a lost check affidavit and a replacement check will be signed at this meeting.

Ms. Hegland reported a bank balance of \$49,748.16. She noted that tonight's anticipated payment to Dunaway Construction will be paid with grant funds at the Anoka Conservation District.

**Mr. Olson moved to accept the treasurer's report as presented and Ms. Hegland seconded. The motion carried with all in favor.**



## B. Grants financial report

Mr. Schurbon updated the board as follows:

- SRWMO cost share grant fund – No changes since last report. Balance \$6,658.25.
- Phase 1 Sunrise Chain of Lakes Shoreline Stabilization CWF grant – Fully expended and being closed.
- Phase 2 Sunrise Chain of Lakes Shoreline Stabilization CWF grant – Recent expenditures are for staff time to recruit projects. Balance \$114,488.
- FY25 WBIF grant to the SRWMO – No expenditures to date. Balance \$75,000. Tonight there is a \$20,125.80 check to Dunaway Construction that will use these funds.

## 6. Unfinished Business

None

## 7. New Business

## A. Shoreline stabilization project ranking

Mr. Schurbon explained work on the phase 2 Sunrise Chain of Lakes Shoreline Stabilization program has begun. It will use a Clean Water Fund grant secured by ACD and the SRWMO's FY25 WBIF grant. He said that ideally the board could approve a slate of specific projects, however the current list of recommended projects is not likely to consume the available funds. Therefore, ACD is continuing outreach. At this time Mr. Schurbon asked that the SRWMO approve protocols for site selection and authorize ACD to select sites.

Mr. Schurbon described the site ranking process. It includes erosive stresses, current erosion, upland runoff, pollutant reduction cost:benefit, ecological benefits, likelihood of success, and professional judgement. Ms. Hegland asked which factors are weighted most heavily, to which Mr. Schurbon responded pollutant reduction and cost:benefit. Mr. Mager asked if there is consideration of runoff. Mr. Schurbon stated yes, and shoreline buffers to filter runoff are a project expectation.

A map of currently interested parcels was displayed. The board noted that there are highly ranked sites at each of the program lakes (Linwood, Coon, and Martin) which the board likes.

Mr. Schurbon described outreach to date which included 53 direct mailings to parcels with known erosion, municipal newsletters, lake association newsletters, and lake association email lists. Ms. Hegland thought that it was not likely printed in the Columbus newsletter because they haven't had one lately. Mr. Schurbon said printing requests were made to all municipalities, but he couldn't confirm that all were able to print it. Mr. Mager discussed that some shoreline residents are not members of the lake associations, and so wouldn't be on their email lists.

The group discussed whether direct mailings to all parcels would be appropriate for the ongoing outreach. Mr. Mager said Coon Lake has about 500 parcels. Mr. Schurbon noted

there are a few hundred at each Linwood and Martin Lakes. While feasible, this is not targeted and would result in additional time to respond to requests from properties that do not have an erosion issue. Targeted mailings to properties identified in shoreline erosion inventories may be better. He said a second such mailing has been sent and should be received by residents within a day or two.

Ms. Hegland asked how many projects we can fund? Mr. Schurbon replied 5-7 depending on size and complexity.

Ms. Hegland asked what is the landowner cost? Mr. Schurbon answered 25-35% of construction. Ms. Hegland wondered if this was limiting interest? Mr. Schurbon said that it was not limiting for the phase one projects.

Mr. Wolens asked how many years we have to spend the grant funds. Mr. Schurbon answered three years.

Mr. Kelly asked whether we should be looking more closely at public parcels as project sites? He noted that there can be additional benefits of visibility to the public. Favorable discussion ensued. Mr. Mager noted that lake inlet channels might be an option, but not necessarily outlet channels since it would not benefit the lake water quality.

**Ms. Hegland moved to authorize ACD to select sites with the ranking methodology presented and to request that ACD review public parcels for possible project sites. Seconded by Mr. Kelly. The motion carried with all in favor.**

9. Mail  
A thank you for participating in Columbus Fall Fest was received.
10. Other  
None
11. Invoice(s) approval
  - A. Recording Secretary \$200.00
  - B. Anoka Conservation District – Water monitoring and management \$14,250.00
  - C. Dunaway Construction – 19255 E Front Blvd stormwater project \$20,125.80

Mr. Schurbon discussed the 19255 E Front Blvd stormwater project. Most construction is done, with planting and seeding to occur in spring. The basin is functioning properly. Quantities installed varied slightly from the design, resulting in a current invoice that is \$425.10 more than the bid amount for those same items. Mr. Schurbon said he has found the installed quantities to be accurate. He stated that the contractor anticipates the remaining items in spring will also have slightly higher quantities. Mr. Schurbon estimated that the final cost might be \$1,000 more than the bid cost. The board discussed whether to do a change

order now or in the spring during final completion. Consensus was to do a change order in spring. The Chair was previously authorized to approve change orders, and the board expressed their support for the anticipated change order.

Mr. Schurbon noted that the board is approving the payment to Dunaway Construction, but the ACD is the grant fiscal agent who will prepare the check. Funds are coming from an account at ACD.

The board noted that at this meeting a replacement check to the recording secretary is being signed in addition to the new payment for taking September minutes.

**Ms. Hegland moved to pay the three invoices. Mr. Kelly seconded. The motion carried with all in favor.**

12. Adjourn

**Ms. Hegland moved to adjourn the meeting. Mr. Kelly seconded. The motion carried and Mr. Mundle adjourned the meeting at 7:23M.**

Upcoming Meeting Dates: Jan 2, 2025. Feb 6.

Submitted by:  
Jamie Schurbon